



DAP USER GUIDE FOR MAP LENDERS

CHAPTER ONE – INTRODUCTION

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Introduction to Development Application Processing

Welcome to the user guide for Development Application Processing (DAP). The *DAP User Guide for MAP Lenders* documents how to enter, track, and process mortgage insurance applications in DAP. It provides step-by-step procedures and guidelines for using DAP's automated functions, including how to retrieve your assignment, perform analyses, and successfully close your assignment. The intended users of this guide are Lender staff who are authorized to access DAP.

This chapter introduces you to important and useful information about the DAP system and the user guide. Section 1.1, Overview, defines the purpose of DAP, how it is structured, and the programs you can currently process in DAP. Section 1.2, In This Guide, provides a brief description of each chapter to get you acquainted with the guide's layout and contents. Also, this chapter indicates where to find security and user access information.

Each chapter has its own list of objectives to let you know what you can expect to learn and accomplish. Before proceeding to the next page, please take a moment and review your objectives for Chapter 1.

Objectives

- Explain the purpose of DAP.
- Describe the benefits of DAP.
- Understand the life cycle of the system.
- Be aware of the systems that interface with DAP.
- Know the subsystems in DAP for processing and tracking applications.
- Become familiar with the information in this guide.

1.1 Overview

Development Application Processing (DAP) is a comprehensive, automated underwriting system that supports processing and tracking of HUD Multifamily Housing applications from pre-application through final closing. The system supports all functions of underwriting: Tracking and Administration of projects, Architectural and Engineering (A&E) Analysis, Cost Analysis, Valuation Analysis, and Mortgage Credit Analysis. DAP provides technical processing for 220, 221(d)(3), 221(d)(4), and 223(f) programs. It can also print forms from initial to final phase.

DAP replaced the Field Office Multifamily National System (FOMNS) in 1998. The system was created in a Windows 95 environment using the latest development technology to conform with HUDwareII. DAP provides a centralized database that can be accessed nationwide for viewing and processing project information. There are five primary subsystems that perform technical processing to support the function of underwriting: Tracking, A&E Analysis, Cost Analysis, Valuation, and Mortgage Credit. Accessing, viewing, and processing information in the subsystems is determined by your level of security.

1.1.1 System Purpose

DAP provides a uniform method for electronically entering, tracking, and processing applications. It is an automatic system that replaces a paper-driven system, including the ability to print the necessary reports/forms you need. After technical processing is completed for each discipline, Lenders can use the DAP system to submit their completed applications electronically to HUD.

1.1.2 Benefits of DAP

DAP provides a measure of standardization among field offices. It promotes the effective use of HUD resources throughout the United States by providing a nationwide database for project information. DAP is programmed to perform complex calculations and includes the ability to copy information. DAP also verifies that required data is entered and displays a list of missing information. You can generate and display a report/form to verify information, or you have the option of printing a hardcopy. These functions minimize errors, eliminate repetitive data entry, and save valuable time.

1.1.3 Life Cycle

DAP assigns each application a Project/FHA Number after it is entered in the Tracking subsystem. Pre-applications also receive Project/FHA Numbers. Technical processing assignments for A&E, Cost, Valuation, and Mortgage Credit are created in Tracking. Each assignment is delegated to a specific Field Office staff member for analysis. The progress of each assignment is monitored, and status updates are entered in the Tracking subsystem.

The life cycle for a project application in DAP includes:

- Enter the project information for a new application;
- Update the participant information, if necessary;
- Track an application's progress and update the phase and status information;
- Make staff assignments for the A&E, Cost, Valuation, and Mortgage Credit analyses;
- Complete the A&E analysis to document architectural and engineering aspects of the property and generate reports (forms);
- Complete Cost analysis to determine estimated project costs and generate reports (forms);
- Use the Valuation subsystem to determine the fair market value or replacement cost of the project and generate Valuation reports (forms); and
- Perform the Mortgage Credit analyses and generate reports.

1.1.4 Interface

Currently, DAP transmits project level information to the Real Estate Management System (REMS). This includes the project number and/or FHA number, project name and address, and project status. This information is initially entered in DAP's Tracking subsystem.

1.2 In This Guide

The Development Application Processing (DAP) User Guide provides the procedures and reference information for using the DAP system to effectively manage your projects. An overview and list of tasks you can perform in each subsystem are located at the beginning of each chapter. In this guide, you will find the following information:

Table of Contents	The master <i>Table of Contents</i> gives a high-level summary of the topics in all chapters. A <i>detailed Table of Contents</i> is located at the beginning of each chapter and includes a list of topics, figures, and tables.
Chapter 1	The <i>Introduction</i> explains the purpose, benefits, system interfaces, and life cycle of DAP.
Chapter 2	<i>Getting Started</i> shows users how to logon and off, change their password, and obtain a user ID. It also discusses the elements of the DAP windows and how to navigate through the system.
Chapter 3	<i>Tracking</i> describes how a new application is entered into DAP. You can track the application and enter status updates as the application advances to final closing.
Chapter 4	<i>A&E Analysis</i> details how to document the physical characteristics of each property, structure type, and unit type within a project. It also describes the reports available to support the A&E Analysis activities.
Chapter 5	<i>Cost Analysis</i> discusses how to retrieve the Cost assignment and enter the estimated hard costs for constructing or rehabilitating the buildings and property in a project. It also describes the reports available to support the Cost Analysis activities.
Chapter 6	<i>Valuation</i> primarily explains how the appraiser can use the Valuation subsystem to determine a project's fair market value or replacement cost. It also describes the reports available to support the Valuation activities.
Chapter 7	<i>Mortgage Credit</i> explains how to use DAP's automated functions to perform the credit, financial, and project analyses, including preparing an underwriting recommendation. It also describes the reports available to support the Mortgage Credit activities.
Appendices	The <i>Appendices</i> provide reference information for section of the act codes, and common terms and acronyms. The Appendices also include additional security information, tips for resolving validation errors, and how to contact the DAP Help Desk.

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